

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor St., San Diego, CA 92110

January 19, 2018, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
A. Meeting called to order at 8:36 a.m.	Janice Salais, Assistant Director		
B. Action Items to Date – Chair Janice Salais			
Action Items from the March 2015 meeting			
Action Item #11: develop a presentation on DBE goal setting (focused separately on construction and A&E) to be delivered during meetings of the Construction and Professional Services Committees.	Anna Silva	3-16-18	ASSIGNED – the document has been signed by Director Dougherty; next step will be to implement a 4-year pilot that OBEO will be adjusting every 6 months as it progresses. Update during the March meeting.
Action Items from the September 2015 meeting			
Action Item #4: explore ways to let primes know a SB or DVBE firm is a legitimate business, i.e., “gold seal of approval”.	Chair Salais and Commodities Committee	3-16-18	ASSIGNED – this AI has been moved to the Commodities Committee; update during the March meeting.
Action Items from the November 2017 meeting			
Action Item #1: find out the status of the District 6 Small Business Liaison now that the former liaison has retired.	District 6 SB Unit	3-16-18	ASSIGNED – update during the March meeting.
Action Item #2: develop an ad hoc committee focused on SB1.	Chair Salais	3-16-18	ASSIGNED – this ad hoc committee is still in the development stage; its main focus will be to develop strategies with a SB focus; update during the March meeting.
Action Items from the January 2018 meeting			
Action Item #1: provide the OBEO reports a few days before the meeting, so members can have time to review.	Anna Silva	3-16-18	ASSIGNED – update during the March meeting.
Action Item #2: request OBEO research how to produce a final utilization report.	Anna Silva	3-16-18	ASSIGNED – update during the March meeting.
Action Item #3: provide a link to Local Agency projects.	Mark Samuelson	1-23-18	COMPLETED – information and link sent to council members on 1/23/18.
A. Agenda review and remarks – Chair Janice Salais Meeting packet contents review – Chair Janice Salais OBEO reports – Anna Silva 1. The actuals are year-to-date.			

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<ol style="list-style-type: none"> 2. OBEO reports commitment at award to the FHWA. Vincent Mammano, FHWA – the actuals are difficult to obtain because of the length of projects, some are stretch over a number of years, some are not. Payments are provided as the project is completed. In the meantime, OBEO will look into how to get this information. 3. These reports are posted on the OBEO website – reports will provide the name(s) of the contractors. 4. Mr. Mammano – the reports show where we are, are statements of fact; they also show us what needs to be done. 5. Chair Salais – it would probably be helpful to have another tutorial on how to read the OBEO reports. <p>Action Item review – refer to Action Item list, page 1 of this meeting record.</p>			
<p>B. Highlights from the Director's Office – Laurie Berman, Interim Deputy Director</p> <ol style="list-style-type: none"> 1. SB-1 - the CTC is now looking at projects; everyone is looking at how to engage Small Businesses (SB). 2. Santa Barbara storm crisis – this has been an around-the-clock emergency; it is unusual to close Highway 101 for such a long time, but they have been making good progress; expect to open the highway before the end of January. 3. Secretary of the California State Transportation Agency, Brian Kelly, will be going to High Speed Rail (HSR); Mr. Kelly will continue to be involved with California's transportation issues. 4. Ms. Berman thanked the council for its efforts in regards to SBs. 5. Re: DBEs – Caltrans has been developing new strategies to certify more DBEs in order to address the many opportunities available through SB1 funding. 6. Council Member Aubry Stone – re: Montecito crisis – can the types of work that need to be done be publicized so the council can get the word out? Ms. Berman responded this was a good idea; the work is concentrated in the District 5 region. 7. Re: more opportunities for A&E – SB1 will increase A&E opportunities; Caltrans is projecting a 75% turnover within the next ten years; contracting with A&E DBEs is a good way to meet goal. 8. Council Member Eddy Lau pointed out Minor B for construction projects are often not awarded to A&E DBEs. 			
<p>C. FHWA update – Vincent Mammano</p> <ol style="list-style-type: none"> 1. Mr. Mammano thanked the council members for allowing him to visit and participate in the committee meeting held the day before, and expressed appreciation for the high level of participation in the meeting today. 2. Mr. Mammano noted that while there has been progress made in Caltrans' participation numbers, it does not mean we are done – there is room for improvement. 3. He encouraged the council to concentrate on doing the bulk of their work in committee. 4. Acknowledged Will McClure's appointment to head the Civil Rights Office, which had been vacated by Lance Yokoto, who recently retired. Now FHWA has to fill Mr. McClure's vacancy. 5. FHWA is still waiting for Congress to pass a continuing resolution. 6. FAST Act – currently waiting for appropriations; usually this is a five-year funding plan. 7. FHWA Administration – five have been appointed; the administrative position remains vacant, an acting administrator remains in place. The associate administrator for policy remains vacant; public affairs position is still waiting to be filled. 8. TIGER grants are still being considered. 			

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9. Re: Montecito emergency – Caltrans was not allowed to go in immediately because it was a search and rescue situation; at this time, teams are still looking for three more who may have been caught in the slide. Caltrans has made arrangements to provide emotional support for their workers who may come across a body.			
10. In general, FHWA is looking forward to the work to be done in the New Year.			
D. District 11 Report – Cory Binns, Acting District Director Refer to the District 11 reports posted on the OBEO web page. Additional comments:			
1. The district SB Unit reported higher numbers due to its active stance – the unit attended 46 events in 2017, and the success of their procurement fair is testament to the unit’s effectiveness.			
2. Matthew Brady, District 1 Director, encouraged taking advantage of “low hanging fruit” to increase the engagement of SBs; overall, very good numbers.			
E. District 1 Report – Matthew Brady, District Director Refer to the District 1 reports posted on the OBEO web page. Additional comments: Mr. Brady recommended contacting the district’s Small Business Liaison, Gina Winston, for further information regarding the district’s upcoming activities and trainings. Council Member T’Shaka Touré applauded the district’s involvement of African American contractors.			
F. District 2 Report – Rebecca Alexander, District 2 Small Business Liaison, for Dave Moore, District Director Refer to the District 2 reports posted on the OBEO web page. Additional comments: Council Member Matthew Ajiake noted the district’s work was a good example of making good decisions to engage SBs, especially in regards to their procurement fair approach.			
G. District 3 Report – Andy Alvarado, North Region Construction, for Amarjeet Benipal, District Director Refer to the District 3 report posted on the OBEO web page. Additional comments: the heavy rains last year generated much work for the district; the district understands and sympathizes with those caught in the Montecito emergency. Council Member Aubry Stone complimented the district on their 24-month Look Ahead report, and brought up the topic of off ramp opportunities for projects under \$250,000.			
H. District 5 Report – no representative present. Refer to the District 5 report posted on the OBEO web page.			
I. District 6 Report – no report provided; no representative present. Ms. Berman reported District Director Bender has been in the process of hiring a new District Small Business Liaison.			
J. District 7 Report – Blanca Rodriguez for Carrie Bowen, District Director Refer to the District 7 report posted on the OBEO web page. Additional comments:			
1. Mr. Rodriguez referred the council members to the district’s website for further detailed information.			
2. The district is currently seeking outreach opportunities and invited the members to invite the district to its SB events.			
3. Seven new members have been recruited to the Regional SBC.			
4. Kelly Markham, new District 7 Small Business Liaison, looks forward to coming to SB events and has reached out to various ethnic chambers of commerce.			

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K. District 8 Report – Tiffany Williams, District 8 Small Business Liaison, for John Bulinski, District Director Refer to the District 8 report posted on the OBEO web page.			
L. District 9 Reports – refer to the District 9 report posted on the OBEO web page; no representative present.			
M. District 10 Report – Greg Lawson, Small Business Unit, for Dennis Agar, District Director Refer to District 10 reports posted on the OBEO web page. Additional comments: <ol style="list-style-type: none"> The district is currently working on a SB1 plan – focusing on SB needs; many events are being scheduled; Mr. Lawson also expressed his thanks to the council members for their feedback. Staff have been going through their database, verifying and correcting information; they are also identifying those firms that have done Caltrans work in the past, which will help in outreach efforts. 			
N. District 12 Report – Keisha Brown, District 12 Small Business Liaison, for Ryan Chamberlain, District Director Refer to District 12 report posted on the OBEO web page. Additional comment: the district will be adding another member to the SB Unit team in response to the increased demands of SB1.			
O. DGS update – Tanya Little <ol style="list-style-type: none"> DVBE program view, annual vs actual – currently looking at ten departments from 2015/2016; while it is easier to obtain actuals from the prime, it is difficult to get information from the subs. On the state side, a prime must submit actuals on DVBE participation. In regards to SB1 funded projects, if a project is federalized, numbers are not reported at the state level, because it is considered a federal project. Re: SB 605 – focused on public works projects; new certification process is based on number of employees and gross thresholds; the agency is working on implementation logistics and processes. Fi\$Cal – implementation scheduled for January 2019. DGS is partnering with District 3 for an event scheduled for Feb. 21 – last year, this same event drew over 180 business firms, however, the big challenge was attracting construction firms. OBEO's Damon Dorn will provide a Meet the Primes workshop; an additional array of workshops will be offered. Invitees were drawn from the DGS database of 22,000 state certified firms; attendees are expected from all over the state. Ms. Little urged DBEs to become state certified online through the DGS website. Construction needs survey – DGS would like to send this survey to council members; DGS is seeking ways to meet or exceed the 25% state mandated SB goal. Ultimately, the results and consequent feedback will help address the increased project load generated through SB1 funds. Council Member Johnathan Hou – with the new size standard, traditional SB are being left behind; what about the micro-business option? Ms. Little stated when choosing the public works option, a firm can select two bids from MB or SB, which can be mixed. If a firm goes for the DBE option, it can only be DBE. Council Member Pete Varma – the challenge occurs when smaller firms must compete with a \$20 million firm. 			
P. Meeting record approval <ol style="list-style-type: none"> Motion to approve the meeting record for November 17, 2017, Council Member Rebecca Llewellyn; motion seconded by Council Member Matthew Ajiake. No further discussion; no abstentions, none opposed. The ayes have it, motion carried; the meeting record of November 17, 2017 is approved. 			
Q. Commodities Committee – Zeke Patten, Committee Chair <ol style="list-style-type: none"> The committee re-elected Zeke Patten to be its chair, and Lee Cunningham its co-chair. 			

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<ol style="list-style-type: none"> 2. Goals and objectives from 2017 were reviewed and fine-tuned for 2018. <ol style="list-style-type: none"> a. Design a process to insure the intent of SB103 to meet the mandated goal of 25% SBE utilization is met. Include a review of the utilization of suppliers, contractors, and professional service. b. Increase SB participation. c. Invite a prime to attend Commodities Committee meeting. 3. Procurement fairs – this is a major opportunity for commodities vendors; will look into providing numbers on district activity on a per meeting basis, encourage those districts that do not yet host procurement fairs to do so. 4. Council Member Lee Cunningham – this is an exciting time, so encouraging to see everyone working together to get more firms certified; opportunities through SB1 funding and SB103 mandate can change the face of SB in California. 			
R. Construction Committee – Rebecca Llewellyn reported <ol style="list-style-type: none"> 1. The committee elected Ruth Bley to be the chair. [Note: Ruth Bley is an Alternate, not the Primary representative at the time of election; Chair Salais clarified the Operating Guidelines require the Committee Chair to be a Primary representative; the committee has agreed to go through the election process again before the next SBC meeting in March.] 2. Issues: <ol style="list-style-type: none"> a. Prompt pay for emergency work. b. Change orders – standards differ from district to district. c. Material on hand. d. Unbundle – make contracts smaller starting with specialty work. e. State standards. f. GFE – timely notifications. 3. The committee will continue to fine tune these and other issues to derive goals and objectives. 			
S. Local Assistance/Professional Services Committee – Eddy Lau, Chair <ol style="list-style-type: none"> 1. The committee re-elected Eddy Lau to be its chair; Matthew Ajiake will be vice chair; no secretary yet. 2. Mr. Lau expressed appreciation for the work of the past chair, Jay Shah. 3. The committee determined four goals for this year, which are slightly different from the previous year's. <ol style="list-style-type: none"> a. Increase the number of SBE/DBE/DVBE firms participating in A&E contracts. b. Encourage SBE/DBE/DVBE firms participation on Local Assistance oversight A&E contracts. c. Encourage potential policy changes to increase participation o SBE/DBE/DVBE. d. Monitor A&E contracts audit process. 4. Responsibilities for each goal will be determined during the March SBC meeting. 			
T. African American DBE Participation Work Group – Eddy Lau, Chair <ol style="list-style-type: none"> 1. Members reviewed goals and objectives. 2. Council Member Fred Jordan asked about waivers for African American DBEs – Mr. Mammano responded the disparity study determines the waivers. 3. Outreach events – recent conference call conducted: <ol style="list-style-type: none"> a. Fresno event projected for April per Council Member T'Shaka Touré. 			

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b. District 8 event in San Bernardino to be coordinated by Rich Wallace. [Mr. Wallace has since become a council member.]			
4. Mr. Mammano – the San Francisco MTA’s waiver for women and African American firms was based on race conscious (RC) goals. The Disparity Study done for California did find disparate treatment for all the groups, therefore all groups are included in the RC goals. The new Disparity Study may find different determinations and provide recommendations for the CTC.			
U. New Business - please refer to the Action Item list on page 1 of this meeting record.			
V. Public Comment – none presented.			
W. Meeting adjourned – meeting adjourned at 11:56 a.m.			
Next meeting: March 16, 2018, Caltrans HQ Building, Sacramento	Carole Ching	2-23-18	Meeting information sent.

DOCUMENTS included in the meeting packet and/or distributed at the meeting:

- Meeting agenda
- Draft of meeting record, November 17, 2017 SBC meeting
- OBEO Reports:
 1. Federally Funded Contracts (Awarded) December 2017 – currently at 13.2% participation, which is three months into the federal fiscal year; goal is still at 12.5%.
 2. Disadvantaged Business Enterprise Commitment at Award by district, Federal-Aid Major Construction Contracts, 12/2017 – 31 of 64 primes have exceeded the advertised goal by more than 1%.
 3. DBE Commitment at Award on Federally Funded Major Construction Contracts, 12/31/17
 4. DBE Commitment at Award on Federally Funded A&E and Minor B Contracts, 12/31/17
 5. DVBE Commitment at Award, State-Funded Contracts, 12/2017
 6. Emergency Force Account State-Funded Contracts Awarded to SB and DVBE Certified Primes, 11/30/17
- District 1, SB Update/Look Ahead
- District 2, SB Update/Look Ahead
- District 3, SB Update/Look Ahead
- District 4, SB Update/Look Ahead
- District 5, SB Update
- District 6, Update
- District 7, SB Update/Look Ahead
- District 8, SB Update

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- District 9, SB Update/Look Ahead
- District 10, SB Update/Look Ahead
- District 11, SB Update/Look Ahead (Construction & Maintenance)
- District 12, SB Update/Look Ahead

PRESENT

Council Members:

1. Aguilar, Annie
2. Ajiake, Matthew
3. Chaudhary, Arvin
4. Chen, Lynn
5. Cunningham, Lee (Teleconference)
6. Fowler, Rick
7. Friedman, Candace
8. Garcia, Rodrigo
9. Garza, Danny (Alternate)
10. Guerrero, Paul
11. Gutierrez, Bob
12. Hou, Johnathan
13. Hunsaker, Debbie (Teleconference)
14. Jordan, Frederick
15. Lau, Eddy
16. Leung, Albert
17. Llewellyn, Rebecca
18. Louie, Frank
19. McGlover, Stephen
20. Ortiz, Leonard
21. Patten, Zeke
22. Stemley, Wendell (Alternate)

23. Stone, Aubry
24. Touré, T'Shaka
25. Varma, Pete
26. Wilkinson, Teresa (Alternate)

Caltrans Staff:

1. Berman, Laurie, Interim Deputy Director
2. Salais, Janice, Assistant Director, OBEO & Council Chair
3. Alexander, Rebecca, District 2
4. Alvarado, Andy, District 3
5. Bastien, Bea, District 11
6. Bata, Amer, District 11
7. Brown, Keisha, District 12
8. Bullivant, Tim, OBEO
9. Burgess, Chris, Construction
10. Binns, Cory, District 11
11. Brady, Matthew, District 1
12. Ching, Carole, OBEO
13. Cordova-Cardenas, Jenny, District 11
14. Cortez, David, District 11
15. Gongora, Michelle, District 11 (Teleconference)
16. Gouthier, Cheri, District 11 (Teleconference)
17. Lawson, Greg, District 10

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18. Maloney, Pat, Construction
19. Morris, Esther, DPAC
20. Okpala, Meshack, District 11
21. Raptis, Maria, District 7
22. Rodriguez, Blanca, District 7
23. Samuelson, Mark, Local Assistance
24. Sartipi, Bijan, District 4
25. Sequeira-Smith, Alicia, OBEO (Teleconference)
26. Williams, Tiffany, District 8

Guests:

1. Compton, Karen, A3K Consulting
2. Little, Tanya, DGS
3. Mammano, Vincent, FHWA
4. McClure, Will, FHWA
5. Richardson, Elaine, SANDAG
6. Shah, Jay, SBSG
7. Spivey, Alexia, SANDAG